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United States Department of State

A Guide to Doing Business With the Department of State

March 1984





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INTRODUCTION

FLARE

A Guide to Doing Business With the Department of State is designed to familiarize small, minority and female-owned businesses with the Department's procurement program. The Guide is intended to assist those small, minority and female-owned firms seeking to do business with the Department in identifying procurement opportunities within the Department.

The Guide is issued by the Office of Small and Disadvantaged Business Utilization (M/SDBU), located in Rosslyn, Virginia, in State Annex 6, 1700 North Lynn Street, Room 513. The office is responsible for the implementation of the Department of State's activities on behalf of small and disadvantaged businesses and female-owned businesses in accordance with Public Law 95-507 and Executive Order 12138.

The Guide is divided into four sections. Section A (1) summarizes the Department's procurement program, (2) describes the External Research Program managed by the Office of Long Range Assessments and Research and (3) lists user-office contacts under the various categories of products and services for which the Department of State contracts. Section B contains (1) a briefing memorandum to small, disadvantaged and female business owners concerning the Department's Small, Disadvantaged and Female Business Program, (2) a Vendor Survey Form which is used by the Department as a bidder's mailing list application and (3) a listing of all Federal Offices of Small and Disadvantaged Business Utilization (OSDBU). Section C lists subcontracting opportunities available through the Department's larger prime contractors. Section D lists contacts for trade and investment related issues.



SECTION A

- Procurement Program Profile
- Office of Long Range Assessments
and Research
- User-Office Contacts



October 1983

PROCUREMENT PROGRAM
PROFILE

The Department of State is actively seeking qualified small businesses, minority-owned businesses and female-owned businesses for participation in contract work generated in the course of its day-to-day operations.

The mission of the Department of State, the making and conduct of foreign policy, does not require a large procurement support program. This is primarily due to the intangible nature of the mission, which does not generate the large support programs existing in many Federal agencies. As a result, the domestic procurement pattern (\$100 million in FY 1981) is chiefly of a general housekeeping nature with some international orientation.

The contract spectrum of this procurement pattern breaks down generally as follows:

1. Research and Development

(a) The Department conducts a small ongoing research program (approximately \$600,000 annually) that is primarily in international economic and political research.

(b) The Department pursues an intermittent physical security research and development program devoted generally to improving resistance to terrorist attacks on diplomatic installations and personnel.

2. Supply and Equipment

(a) An annual requirement for a comparatively large (approximately \$5 million annually) household furnishings requirement offers subcontracting possibilities by the prime contractor (see Section C).

(b) Substantial requirements for communications equipment, usually modified commercially, exist for the Department's worldwide communications network. Very often these must be consolidated with maintenance requirements, which sometimes make them unsuitable for small business capabilities.

(c) Physical security equipment, commercially available, in quantities suitable for small business contracts, is required on a continuing basis.

(d) Computer hardware, main frame and peripheral, and software requirements, for usual administrative and statistical purposes, partially networked worldwide, comprise a relatively large ongoing requirement. The software and programming portions are particularly suitable to small business participation.

3. Services

(a) A substantial continuing requirement, which is suitable for small business contract participation, exists for communication equipment maintenance services.

(b) Household goods packing and storage requirements, which are multiply awarded in excess of \$2 million annually, provide an excellent opportunity for small business participation.

(c) An annual requirement of approximately \$750,000 for general labor services is suitable for small business award. Other service requirements such as messenger and clerical are available.

(d) Numerous types of management requirements generate contracts in personnel, financial and other administrative areas. These are often suitable for small business (inclusive of individuals) participation. A \$500,000 annual worldwide local wage survey, currently multiply awarded, is an example.

An exception to the non-program nature of the Department's procurement pattern, as described above, is that associated with the International Narcotics Control Program. A substantial portion of the budget for this program is devoted to procurement related to narcotics detection, interdiction, crop substitution and demand reduction. The foreign detection and interdiction efforts are largely oriented toward aircraft and communications maintenance contracts which, because of their size and the necessarily close relationship with the foreign government involved, do not always lend themselves to small business participation.

All of the procurement activities described above are conducted by the centralized procurement division in the Department, located at 1701 North Fort Myer Drive, Rosslyn, Virginia. Additionally, however, a number of decentralized, specialized procurement activities exist. These are described below:

1. Foreign Buildings Office

(a) Substantial architectural and engineering contract requirements exist related to the construction and rehabilitation of diplomatic buildings and installations in foreign countries.

(b) Numerous supply contracts, chiefly for hardware and fixtures to be furnished to construction contractors on foreign sites as government-furnished equipment, are suitable for small business participation.

2. Foreign Service Institute

(a) The major focus of this procurement is upon individual guest lecturers, primarily in the political, economic and foreign area fields.

(b) Book and publication procurement is primarily directly from publishers.

3. Office of Overseas Schools

Operates a small procurement program in support of American schools in foreign countries.

4. Library

Conducts a small book and publication procurement program, usually directly from publishers.

5. Language Service Division

Contracts with individual translators and interpreters.

6. Office of Foreign Missions

Limited engineering, building maintenance and renovation business opportunities exist related to the rehabilitation of certain foreign missions property within the United States in the custody of the Department of State. Firms interested in such contract opportunities should contact Mrs. Durie White, Office of Small and Disadvantaged Business Utilization, Department of State, SA-6, Room 513, Washington, D.C. 20520. Telephone (703) 235-9580.

U.S. DEPARTMENT OF STATE
OFFICE OF LONG RANGE ASSESSMENTS AND RESEARCH
QUESTIONS AND ANSWERS

Q. 1. What is the name of the Department of State's program (or programs) that is most relevant to funding research dealing with policy problems?

A. 1. The External Research Program. This program is managed by the Office of Long Range Assessments and Research (LAR) located in the Bureau of Intelligence and Research (INR) of the U.S. Department of State.

Q. 2. What kinds of policy research do your relevant programs fund?

A. 2. The program focuses on foreign policy problems broadly defined to encompass all regional and functional dimensions of foreign policy.

The program occasionally has supported methodological studies and studies on the policy process itself. This has been a minor part of the program.

Q. 3. What are the names and titles of your appropriate people for potential policy researchers to contact?

A. 3. E. Raymond Platig, Director, Office of Long Range Assessments and Research, 202-632-1342.

Warren H. Reynolds, Chief Division of Commissioned Research, 202-632-0804.

Q. 4. What are your general eligibility criteria?

A. 4. There are no definitive eligibility criteria. Specifications for most funded projects are developed in-house, and the resultant "work statement" then becomes the basis for formal Requests for Proposals (RFP's). In some cases these research requirements are publicized through the Commerce Business Daily and all responding proposals are judged competitively according to their responsiveness to the RFP, the imagination displayed, the quality and experience of the proposers, the perceived utility to the Department, etc. Otherwise, contractor selection is the result of a careful screening process performed by Department officers and consultants to determine which researchers and/or organizations have the capability to perform the required studies, and from those we solicit proposals.

Q. 5. What procedural matters should applicants be aware of such as deadlines, forms, and lead time to allow from the time one applies to the time one is notified of approval or disapproval and an award is made?

- A. 5. No formal application procedure exists. Unsolicited proposals may be submitted at any time in a form deemed appropriate by the proposer. The program's response time to unsolicited proposals varies greatly depending upon program priorities, the extent to which annual funds are already committed, etc. Acknowledgement of all unsolicited proposals is made within a few weeks.
- Q. 6. How large do your relevant contracts or grants tend to be in terms of duration and money, and approximately how many are granted per year?
- A. 6. Research contracts vary greatly in size and duration, from \$500 to \$100,000 and from 1 week to 18 months. The annual program usually includes about 100 different projects.
- Q. 7. What other general information relevant to your agency's program(s) of policy research would be helpful to private researchers?
- A. 7. The LAR program is responsive to the demands of Department policy units. Its content, therefore, changes from year to year and often during the year to reflect the Department's perception of those problems, pressures, and issues on which private scholars and experts can make an essential contribution to the evolution of policy.

The LAR program is primarily one of contracts rather than grants. Grants are issued sparingly as an adjunct to the contract program and only on occasions when its use is more practicable than the contract in given instances -- for example, when an ongoing private research project coincides with a Department office's established research objectives and it is determined that its completion through the award of a grant would prove mutually beneficial to the Department and to the state of the art.

Private researchers will want to be aware of the way in which the program distinguishes among three types of research. And it should be noted that the program supports very few projects that fall within the definition below of "basic research."

Applied Research

- a. Policy Research -- the purpose of which is to identify and weigh policy options, and sometimes makes policy recommendations.
- b. Policy-Related Research -- the purpose of which is to examine situations, forces, factors and trends selected because they bear upon identifiable instances of future policy choice.

Basic Research -- the purpose of which is to advance and order data, explanation and methods in fields of knowledge (social sciences and humanities, disciplinary or multi-disciplinary) selected because they are likely to illuminate matters that will figure in future but as yet unspecified policy choices.

Private researchers should also be aware that the program is of very modest proportions, with an annual budget of about \$600,000. Finally, it should be stressed that while unsolicited proposals are welcomed, those considered for funding must meet the central criterion of bearing directly and usefully on the Department's discernible and important policy choices.

* * * * *

For further information contact:

Mrs. Barbara W. Morlet
Division of Commissioned Research
Office of Long Range Assessments
and Research (INR/LAR)
Room 6842, New State
Department of State
Washington, D.C. 20520
Telephone 202-632-2759

USER-OFFICE CONTACTS

ARCHITECTURAL, ENGINEERING AND DESIGN SERVICES
(CONSTRUCTION)

Office of Foreign Buildings
Room 302, SA-6

-Mr. Harvey Buffalo, Director (A)	235-9491
-Mr. Jerome W. Morrison (E)	235-9510
-Mr. William F. McCollough (D)	235-9511

AUDIO-VISUAL SERVICES AND PRODUCTS

a. Audio-Visual Services Division
Room B-258, N.S.

-Mr. Robert Hennings	632-1082
-Ms. Joan Austin	632-1634

b. Foreign Service Institute (FSI/AV)
Room C-1, SA-3

-Mr. Joseph Sadote	235-8722
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c. Office of Security (SY/E&T)
Room 4201, SA-15

-Mr. Alan Golacinski	235-9461
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BUILDING INTERIOR FURNISHINGS (Foreign)

Office of Foreign Buildings
Room 302, SA-6

-Ms. Susan R. McQueen	235-9440
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BUILDING MAINTENANCE & GENERAL SERVICES (Domestic)

General Services Division
Room 1439, N.S.

-Mr. Roland Gahn	632-1666
-Mr. Jim Mitchell	632-5349
-Mr. Francis R. Martus	632-0516

(Includes office machine and equipment maintenance
and repair, labor services, local transportation
services, etc.)

BUILDING MATERIALS/SUPPLIES

(Includes plumbing supplies, paint manufacturing,
carpentry supplies, retrofit, industrial supplies
and equipment etc.)

Office of Foreign Buildings
Room 302, SA-6

-Mr. Fred Bunke	235-3605
-Mr. Oris Rives	235-3698

CARTOGRAPHIC SERVICES

Office of the Geographer
Room 8749, N.S.

-Mrs. Sandra H. Shaw

632-2156

CATERING SERVICES

Office of Protocol
Room 1238, N.S.

-Mrs. Mary K. Paskus

632-0256

COMMUNICATION EQUIPMENT/MAINTENANCE SERVICES

(Includes drafting, servicing communications equipment at US Embassies, repair of UHF/VHF radio equipment, electronics training, etc.)

Office of Communications
Room 44A26, N.S.

-Mr. Stephen J. Shogi

557-9523

COMPUTER SUPPLIES AND ACCESSORIES

a. Information Systems Office
Room 1916, N.S.

-Mr. Julian G. Adler

632-0843

b. Office of Procurement
Room 528, SA-6

-Mrs. Helen Steinacker

235-9533

COOPERATIVE COMMISSARIES AND RECREATION ASSOCIATIONS

Firms interested in selling wholesale grocery items (nonperishable), and recreational items to U.S. Embassies overseas should contact:

Mr. Ravi Sikand, Director
Overseas Commissary and Recreational
Associations
Office of Operations
Room 1417, N.S.
202-632-1638

(See page A-13 for a list of U.S. Foreign Service posts having commissaries and recreation associations.)

DATA PROCESSING/DATA ENTRY/SOFTWARE SERVICES

a. Information Systems Office
Room 1916, N.S.

-Mr. Peter Kurtz

632-0758

-Mr. Karl Sanger

632-9259

-Mr. Harold Niebel

632-2821

-Mr. Julian G. Adler

632-0843

-Mr. Yang Kim

632-0413

- b. Bureau of Consular Affairs
Room 1813, N.S.
-Mr. Michael Repasky 632-5730
- c. Office of Passport Services
Room 458, SA-17
-Mr. Stewart Bibbs, Jr. 202-523-4275
- d. Office of the Comptroller
Room 1330, N.S.
-Mr. Roger B. Kurland 632-1150
- e. Foreign Service Institute
Room 1017, SA-3
-Mr. Benjamin Acton 235-1213

EDUCATIONAL MATERIALS/SUPPLIES

- a. Office of Overseas Schools
Room 234, SA-6
-Mr. Paul T. Luebke 235-1757
- b. Foreign Service Institute
Room 1200, SA-3
-Mr. Ronald Martin 235-8790

ELECTRONIC AND PHYSICAL SECURITY SERVICES/EQUIPMENT

Office of Security
Room 38A00, N.S.

- Mr. Marvin T. Doig 632-0914
- Mr. Tom Allsbury 577-3510

(Includes security engineering, technical security, counterterrorism, audio countermeasures, personal protective equipment--firearms and ammunition, safety and escape mechanisms, special first-aid kits, etc.)

ENGINEERING SERVICES (CONSTRUCTION)

Office of Foreign Buildings
Room 302, SA-6

- Mr. Jerome W. Morrison 235-9510

ENGINEERING SERVICES (NON-CONSTRUCTION)

- a. Office of Security
Room 38A00, N.S.
-Mr. Tom Allsbury 577-3510
- b. Office of Communications
Room 44A26, N.S.
-Mr. Stephen J. Shogi 577-9523

FURNISHINGS AND APPLIANCES, OFFICE AND HOUSEHOLD*

(Includes household and office furniture, floor coverings, draperies, awnings, etc.)

Office of Foreign Buildings
Room 302, SA-6

-Ms. Susan R. McQueen 235-9440

INTERNATIONAL POLITICAL AND ECONOMIC AFFAIRS, AND
SOCIAL SCIENCE RESEARCH

a. Office of Long Range Assessments and Research
Room 6842, N.S.

-Dr. Warren H. Reynolds 632-0804

b. Bureau of Oceans and International Environmental
and Scientific Affairs
Room 4325, N.S.

-Mr. Jack W. Blanchard 632-2418

c. Bureau of International Narcotics Matters
Room 7336, N.S.

-Mr. James K. Kimmel, Contracting Officer 235-1773

LABOR SERVICES

General Services Division
Room 1439, N.S.

-Mr. Francis R. Martus 632-0516

LANGUAGE/TRANSLATION SERVICES

Language Services Division
Room 2214, N.S.

-Ms. Nora M. Lejins 632-1528

LIBRARY/SUBSCRIPTION SERVICES

The Library
Room 3239, N.S.

-Mr. Robert W. Hess 632-2053

-Ms. Rosemary Atkinson** 632-2739

MACHINE AND EQUIPMENT MAINTENANCE/REPAIR

a. General Services Division
Room 1439, N.S.

-Mr. Francis E. Lynn 632-3636

b. Office of Procurement
Room 528, SA-6

-Mrs. Helen Steinacker 235-9533

*Subcontracting opportunities may also exist within major, competitively awarded contracts of approximately \$5 million per annum. Contact Ms. Sally Allen, 235-9541.

**Manages Department's Commercial Library Program.

MEDICAL SERVICES/SUPPLIES

Medical Services
Room 2906, N.S.

-Mr. Elmer R. Higgs 632-3616
-Ms. Karen McGrath 632-3527

MENTAL HEALTH CARE/SERVICES

Family Liaison Office
Room 1216A, N.S.

-Ms. Virginia L. Taylor 632-1076

MICROFILMING/MICROGRAPHICS

Records Management Staff (FAIM/RM)
Room 1239, N.S.

-Mr. William F. Farrell 632-0491

PUBLISHING, PRINTING, REPRODUCTION EQUIPMENT/ SUPPLIES AND EDITORIAL SERVICES

a. Publishing Services Division
Room 1853, N.S.

-Mr. Howard Gaidick 632-2516
-Mr. Theodore F. Mavritte 632-8662

b. Bureau of Public Affairs, Office of
Public Communication

-Ms. Elaine M. McDevitt 632-2353

SAFETY AND RESCUE EQUIPMENT

a. Office of Security
Room 38A00, N.S.

-Mr. Thomas Allsbury 557-3510

b. Office of Foreign Buildings
Room 302, SA-6

-Mr. Oris Rives 235-3698
-Mr. Dennis Lundstedt 235-9489

TRAINING*

a. Office of Foreign Service Career
Development and Assignments
Room 26A07, N.S.

-Mr. Thomas Hubbard 632-3308

*Training programs with government-wide application should, in most instances, be channeled through the Office of Personnel Management (OPM).

b. Office of Civil Service Career
Development and Assignments
Room 2421, N.S.
-Ms. Theresa A. Manly 632-0947

c. Office of Equal Employment Opportunity
and Civil Rights
Room 3214, N.S.
-Mr. Robert Taylor 632-6061

d. Foreign Service Institute
Room 710, SA-3
-Mr. Gary D. Crawford (Language) 235-8770
-Dr. Jessie M. Colson (Clerical/Administrative) 235-9401
-Dr. Dwight R. Ambach (Area Studies) 235-8839

e. Office of Communications
Room 2130, N.S.
-Mr. Paul Del Guidice 632-3641

f. Office of Security
Room 4106, SA-15
-Mr. Al Golacinski 235-9461

TRANSPORTATION/PACKING/SHIPPING

Office of Transportation
Room 1047, N.S.
-Mr. Christopher G. Mayers 632-8783
-Mr. William H. Moran 235-9541

WORD PROCESSING SUPPLIES AND ACCESSORIES

a. Information Systems Office
Room 1916, N.S.
-Ms. Deborah Glassman 632-5005

b. Office of Procurement
Room 528, SA-6
-Mrs. Helen Steinacker 235-9533

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For further information contact:

Mr. Robert A. Cooper, Jr.
Director, Office of Small and Disadvantaged
Business Utilization
Room 513, SA-6
Telephone 235-9579

or

Mrs. Durie White
Assistant Director, Office of Small and
Disadvantaged Business Utilization
Room 513, SA-6
Telephone 235-9580

Telephone area codes: (202) for numbers beginning with 632
(703) for all others

STATE DEPARTMENT FOREIGN SERVICE POSTS AT WHICH U.S. EMPLOYEES
OPERATE COOPERATIVE COMMISSARIES AND RECREATION ASSOCIATIONS

<u>LOCATION OF OFFICE</u>	<u>TYPE OF OFFICE</u>
Abidjan, Ivory Coast	Embassy
Accra, Ghana	Embassy
Addis Ababa, Ethiopia	Embassy
Alexandria, Egypt	Consulate General
Algiers, Algeria	Embassy
Amman, Jordan	Embassy
Ankara, Turkey	Embassy
Antananarivo, Madagascar	Embassy
Asuncion, Paraguay	Embassy
Athens, Greece	Embassy
Bamako, Mali	Embassy
Bangkok, Thailand	Embassy
Banjul, The Gambia	Embassy
Beijing, China	Embassy
Beirut, Lebanon	Embassy
Belgrade, Yugoslavia	Embassy
Bogota, Colombia	Embassy
Bonn, Germany	Embassy
Brasilia, Brazil	Embassy
Brazzaville, People's Republic of Congo	Embassy
Bridgetown, Barbados	Embassy
Brussels, Belgium	Embassy
Bucharest, Romania	Embassy
Budapest, Hungary	Embassy
Buenos Aires, Argentina	Embassy
Bujumbura, Burundi	Embassy
Cairo, Egypt	Embassy
Canberra, Australia	Embassy
Cape Town, South Africa	Consulate General
Caracas, Venezuela	Embassy
Colombo, Sri Lanka	Embassy
Conakry, Guinea	Embassy
Copenhagen, Denmark	Embassy
Cotonou, Benin	Embassy
Dakar, Senegal	Embassy
Damascus, Syria	Embassy
Dar es Salaam, Tanzania	Embassy
Dhahran, Saudi Arabia	Consulate General
Dhaka, Bangladesh	Embassy
Dublin, Ireland	Embassy
Dusseldorf, Germany	Consulate General
Frankfurt, Germany	Consulate General
Freetown, Sierra Leone	Embassy
Gaborne, Botswana	Embassy
Geneva, Switzerland	Branch Office
Georgetown, Guyana	Embassy

Guadalajara, Mexico	Consulate General
Guangzhou, China	Consulate General
Guatemala, Guatemala	Embassy
Guayaquil, Ecuador	Consulate General
Helsinki, Finland	Embassy
Hong Kong, Hong Kong	Consulate General
Islamabad, Pakistan	Embassy
Istanbul, Turkey	Consulate General
Jakarta, Indonesia	Embassy
Jidda, Saudi Arabia	Embassy
Kabul, Afghanistan	Embassy
Karachi, Pakistan	Consulate General
Kathmandu, Nepal	Embassy
Khartoum, Sudan	Embassy
Kigali, Rwanda	Embassy
Kingston, Jamaica	Embassy
Kinshasa, Zaire	Embassy
Kuala Lumpur, Malaysia	Embassy
Kuwait, Kuwait	Embassy
La Paz, Bolivia	Embassy
Lagos, Nigeria	Embassy
Leningrad, USSR	Consulate General
Libreville, Gabon	Embassy
Lilongwe, Malawi	Embassy
Lima, Peru	Embassy
Lisbon, Portugal	Embassy
Lome, Togo	Embassy
London, England	Embassy
Lusaka, Zambia	Embassy
Madrid, Spain	Embassy
Managua, Nicaragua	Embassy
Manila, Philippines	Embassy
Mexico City, Mexico	Embassy
Mogadishu, Somalia	Embassy
Monrovia, Liberia	Embassy
Montevideo, Uruguay	Embassy
Moscow, USSR	Embassy
Munich, Germany	Consulate General
Muscat, Oman	Embassy
Nassau, Bahamas	Embassy
New Delhi, India	Embassy
Niamey, Niger	Embassy
Nouakchott, Mauritania	Embassy
Osaka-Kobe, Japan	Consulate General
Oslo, Norway	Embassy
Ottawa, Canada	Embassy
Ouagadougou, Upper Volta	Embassy
Panama, Panama	Embassy
Paris, France	Embassy
Port au Prince, Haiti	Embassy
Port of Spain, Trinidad	Embassy
Prague, Czechoslovakia	Embassy
Pretoria, South Africa	Embassy
Quito, Ecuador	Embassy
Rabat, Morocco	Embassy

Rangoon, Burma	Embassy
Rio de Janeiro, Brazil	Consulate General
Rome, Italy	Embassy
San Jose, Costa Rica	Embassy
San Salvador, El Salvador	Embassy
Sanaa, Yemen	Embassy
Santiago, Chile	Embassy
Santo Domingo, Dominican Republic	Embassy
Sao Paulo, Brazil	Consulate General
Seoul, Korea	Embassy
Singapore, Singapore	Embassy
Sofia, Bulgaria	Embassy
Stockholm, Sweden	Embassy
Tangier, Morocco	Consulate General
Tegucigalpa, Honduras	Embassy
Tel Aviv, Israel	Embassy
Thessaloniki, Greece	Consulate General
Tokyo, Japan	Embassy
Toronto, Ontario, Canada	Consulate General
Tunis, Tunisia	Embassy
Vienna, Austria	Embassy
Vientiane, Laos	Embassy
Warsaw, Poland	Embassy
Yaounde, Cameroon	Embassy

MAILING ADDRESS FORM

Administrative Officer
 (for Commissary Officer)
 American Embassy*/Name of Post City
 Department of State
 Washington, D.C. 20520

*or Consulate General or Consulate, as appropriate

SECTION B

- Memo to Small, Disadvantaged
and Female Business Owners
- Vendor Survey Form
- Federal Offices of Small and
Disadvantaged Business
Utilization (OSDBU)



TO: SMALL, DISADVANTAGED AND FEMALE BUSINESS (SD&F) OWNERS

The Department of State is steadily and substantially increasing participation by small and small disadvantaged businesses, female-owned businesses, and labor surplus area businesses in a broad spectrum of acquisitions through the expanded use of small, disadvantaged and female-owned business firms locally, nationally and internationally. These acquisitions range from recurring needs for goods or services to one-time needed procurements or research projects. Good results have been achieved principally through a daily intensive review of acquisitions and/or increased efforts by user offices to locate SD&F suppliers. Also, we have kept close liaison with local and regional offices of the Small Business Administration which have furnished names of suppliers of goods or services. In addition, we search our vendor file, using Product and Service (P & S) codes, to locate prospective suppliers. Using the foregoing methodology, the Department is gradually broadening its base of information on SD&F firms. More and more suppliers in the under \$2,500 acquisition category will be awarded to SD&F firms and, similarly, larger acquisitions should increase substantially.

For example, Washington, D.C., a labor surplus set-aside area, receives many requisitions for services ranging from transportation to software and maintenance of hardware, communications and building maintenance.

Beyond the District of Columbia, SD&F firms in various cities throughout the United States have participated in advertising, architectural and engineering design, computer software services, messenger vehicle maintenance and international affairs research.

In recent months the Department has extended SD&F firm participation in its acquisitions beyond the Continental United States, primarily in the drug abuse and narcotics control program. Administrative statistical research type acquisitions to be performed abroad will also be given to qualified small, disadvantaged and female-owned businesses.

Whenever a conference is held by the Department of State a variety of local facilities are utilized. These are: motel/hotel space, vehicle rentals, telephones, clerical help and advertising.

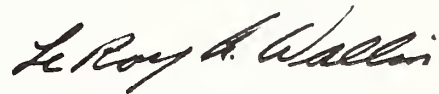
I invite all firms wishing to do business with the Department of State to compete with other suppliers by asking to be placed on our vendor/bidder's list. Please see attached application. If you do

not have a Dun and Bradstreet number the Department will obtain one for your firm. Also, please list up to five (5) products and/or services offered by your firm. When complete, please remit to:

Small/Minority Business Enterprise
Coordinator
M/SDBU, Room 513, SA-6
Department of State
Washington, D.C. 20520

If there are any questions, please call Mr. Robert A. Cooper, Jr. or Mrs. Durie N. White on 703-235-9579. Thank you for your interest in being of service to the Department of State.

Sincerely,

A handwritten signature in cursive script that reads "LeRoy A. Wallin".

LeRoy A. Wallin
Chief, Contracts Branch
Procurement Division

Enclosure:
Vendor File Data Sheet

VENDOR SURVEY FORM

DUN AND BRADSTREET NUMBER (9 DIGITS) _____

MASTERDUNS (STATE DEPT. USE ONLY) _____

COMPANY NAME _____

COMPANY DIVISION _____

STREET ADDRESS _____

TELEPHONE NUMBER (999-123-4567) _____

CITY _____ STATE _____ ZIP _____

COUNTRY _____

COMPANY CONTACT _____

	YES (Y)	NO (N)
EDUCATIONAL INSTITUTION	_____	_____
NON-PROFIT ORGANIZATION	_____	_____
SMALL BUSINESS	_____	_____
MINORITY OWNED BUSINESS	_____	_____
*FEMALE-OWNED BUSINESS	_____	_____
AMERICAN INDIAN OWNED BUSINESS	_____	_____
8(a) CERTIFIED BUSINESS	_____	_____
DATE FIRM ESTABLISHED (YYMMDD)	_____	

* FOR FEMALE-OWNED BUSINESS THE NUMBER ONE IS USED TO INDICATE AN AFFIRMATIVE REPLY AND THE NUMBER TWO FOR A NEGATIVE REPLY.

PRODUCT OR SERVICE CODE(S) COVERING THE TYPES OF GOODS OR SERVICES PROVIDED. (SHOULD THIS INFORMATION NOT BE AVAILABLE, PLEASE INDICATE BELOW THE TYPE OF GOODS OR SERVICES PROVIDED BY YOUR FIRM)

FEDERAL OFFICES OF SMALL AND DISADVANTAGED BUSINESS UTILIZATION (OSDBU)

Directory of Directors and Women in Business Representatives (WIBR)

The following offices offer small businesses information and guidance on procurement procedures; how to be placed on a bidder's mailing list; and identification of both prime and subcontracting opportunities.

Departments

Women in Business Representatives

Department of Agriculture
14th & Independence Ave., S.W.
Room 127-W
Washington, D.C. 20520
Telephone: (202) 447-7117
Attn: Mr. Preston Davis
Director, OSDBU

Ms. Belinda Ward
(202) 447-7117

Department of Commerce
14th & Constitution Ave., N.W.
Room 5029A
Washington, D.C. 20230
Telephone: (202) 377-1472
Attn: Mr. James Maruca
Acting Director, OSDBU

Ms. Brenda Black
(202) 377-1472

Department of Defense
The Pentagon - Room 2A330
Washington, D.C. 20307
Telephone: (202) 694-1151
Attn: Mrs. Norma Leftwich
Director, OSDBU

Mr. Tim Foreman
(202) 697-1688

Department of the Air Force
The Pentagon - Room 4C255
Washington, D.C. 20330
Telephone: (202) 697-4126
Attn: Mr. Donald Rellins
Director, OSDBU

Ms. Claudia L. Naugle
Mr. Pat Heller
(202) 697-5373

Department of the Army
The Pentagon - Room 2A712
Washington, D.C. 20301
Telephone: (202) 697-2868
Attn: Ms. Juanita Watts
Director, OSDBU

Mr. Warren Brown
(202) 697-2868

Department of the Navy
Building 5 Crystal Plaza, Room 604
Washington, D.C. 20360
Telephone: (202) 692-7122
Attn: Mr. Richard D. Ramirez
Director, OSDBU

Mr. Wayne Mills
Ms. Lillian Newton
Mr. Joseph Horvath
(202) 692-7122

Defense Logistics Agency
Cameron Station
Alexandria, VA. 22314
Telephone: (703) 274-6471
Attn: Mr. Raymond Dellas
Director, OSDBU

Mr. Dan Gill
(703) 274-6471

Department of Education
400 Maryland Ave.
Room 3021
Washington, D.C. 20202
Telephone: (202) 245-9582
Attn: Mr. Jerry Sutton
Director, OSDBU

Department of Energy
1000 Independence Ave., S.W.
Room 1E061
Washington, D.C. 20585
Telephone: (202) 252-8201
Attn: Mr. John Shepard
Director, OSDBU

Department of Health and Human
Services
200 Independence Ave., S.W.
Room 513D
Washington, D.C. 20201
Telephone: (202) 245-7300
Attn: Mr. Richard Clinkscales
Director, OSDBU

Ms. Laverne Drummond
(202) 245-7300

Department of Housing and Urban
Development
7th & D Streets, S.W.
Room 10226
Washington, D.C. 20410
Telephone: (202) 755-1428
Attn: Ms. Bernice Williams
Director, OSDBU

Mr. Casey Mann
(202) 755-3630

Department of the Interior
18th & C Streets, N.W.
Room 2527
Washington, D.C. 20240
Telephone: (202) 343-8493
Attn: Ms. Charlotte Spann
Director, OSDBU

Ms. Doris Sanford
(202) 343-4907

Department of Justice
10th & Pennsylvania Ave., N.W.
Washington, D.C. 20530
Telephone: (202) 724-6271
Attn: Mr. Enos Roberts
Director, OSDBU

Ms. Elinor Geary
(202) 724-6271

Department of Labor
200 Constitution Ave., N.W.
Room S-1004
Washington, D.C. 20210
Telephone: (202) 523-9148
Attn: Mr. Walter Terry
Director, OSDBU

Ms. Katherine Lee
(202) 523-9151

Department of State
(Mailing Address)
Room 513 (SA-6)
Washington, D.C. 20520
Telephone: (703) 235-9579
Attn: Mr. Robert A. Cooper
Director, OSDBU

Ms. Durie N. White
(703) 235-9580

(Please call for appointment))

Department of Transportation
400 7th Street, S.W.
Washington, D.C. 20590
Telephone: (202) 426-1930
Attn: Dr. Melvin Humphrey
Director, OSDBU

Ms. Claudia Speakes
(202) 426-1902

Department of the Treasury
15th & Pennsylvania Ave., N.W.
Room 1320 Main Treasury
Washington, D.C. 20220
Telephone: (202) 566-9616
Attn: Ms. Linda Coffin
Director, OSDBU

The majority of Independent Agencies do not have designated Officers of Small Disadvantaged Business Utilization. Specific personnel as indicated, assume such responsibilities.

Independent Agencies

ACTION
1735 I Street, N.W.,
Paramount Bldg. (Loc.)
806 Connecticut Ave., N.W.
(Mailing Address)
Washington, D.C. 20525
Telephone: (202) 634-9148
Attn: Mr. Keith Sandridge, Chief
Procurement Branch

Ms. Jeanne Snowden
Director of Office of Equal
Opportunity
(202) 254-3551

Administrative Office of the
U.S. Courts
719 13th Street, N.W. 5th Floor
Washington, D.C. 20544
Telephone: (202) 633-6239
Attn: Mr. Paul R. Truell, Chief
Procurement and Property
Management Branch

Mr. Scott Liddle
(202) 633-6239

AID
(Mailing Address)
Room 648 (SA-14)
Washington, D.C. 20523
Telephone: (703) 235-1720
Attn: Ms. Barbara Otis, Director
Office of Business
Relations

Ms. Dorothy Colbert-Blake
(703) 235-1840

Civil Aeronautics Board
1825 Connecticut Ave., N.W.
Washington, D.C. 20428
Telephone: (202) 632-8244
Attn: Mr. Columbus D. Jude, Sr.
Director, Office of
Administrative Support
Operation

Commodity Futures Trading
Commission
2033 K Street, N.W.
Washington, D.C. 20581
Telephone: (202) 254-9524
Attn: Mr. Edward Jon Guss, Director
Division of Management,
Program and Evaluation
and Mr. Joseph F. Mink, Director
Administrative Services
Division
Telephone (202) 254-9524

U.S. Consumer Product Safety
Commission
1111 18th Street, N.W.
Washington, D.C. 20207
Telephone: (202) 492-6621
Attn: Mr. David Schmeltzer
Director, Office of
Compliance

Environmental Protection Agency
1921 Jefferson Davis Highway
Crystal Mall #2 Suite 1108
Arlington, VA. 20460
Telephone: (703) 557-7777
Attn: Mr. John M. Ropes
Director, OSDDBU

Ms. Margie Wilson
(703) 557-7305

Executive Office of the
President
Room 424
Washington, D.C. 20500
Telephone: (202) 395-3314
Attn: Mr. Strat D. Valakis,
Director, Office of
Management and Budget

Mr. Russell Peyton
(202) 395-3314

Export-Import Bank
811 Vermont Ave., N.W.
Room 1031
Washington, D.C. 20571
Telephone: (202) 566-8951
Attn: Mr. Paul Stavrou
Director, OSDDBU

Farm Credit Administration
490 L'Enfant Plaza
Suite 4000
Washington, D.C. 20578
Telephone: (202) 755-2133
Attn: Mr. Donald E. Wilkinson
Governor

Mr. Paul Redner
(202) 755-4394

Federal Communications Commission
1200 19th Street, N.W.
Room 326
Washington, D.C. 20033
Telephone: (202) 634-1528
Mailing Address:
PO Box 33639
Washington, D.C. 20033-0639
Attn: Mr. D. Kent Goodger, Chief
Procurement Division

FDIC
550 17th Street, N.W.
Washington, D.C. 20429
Telephone: (202) 389-4791
Attn: Mr. Andrew Freimuth
Director, Facilities
Operations

Federal Home Loan Bank Board
1700 G Street, N.W.
Washington, D.C. 20552
Telephone: (202) 377-6245
Attn: Mr. Albert Cook
Director, OSDBU

Federal Maritime Commission
Washington, D.C. 20573
Telephone: (202) 523-5911
Attn: Mr. Ronald Murphy
Director, Office of
Management Services

Federal Mediation & Conciliation
Service
2100 K Street, N.W.
Washington, D.C. 20427
Telephone: (202) 653-5310
Attn: Mr. Dan Funkhouser
Director, Administrative
Services

Federal Emergency Management
Agency
Federal Center Plaza
500 C Street, S.W.
Washington, D.C. 20472
Telephone: (202) 287-3826
Attn: Mr. Steve Goodman, Director
Office of Acquisition
Management

Federal Trade Commission
600 E Street, N.W.
Washington, D.C. 20580
Telephone: (202) 376-7916
Attn: Mr. Robert Walton
Director, OSDBU

Mr. Hugh Wahl
(202) 376-7916

Foreign Claims Settlement
Commission of the United States
1111 20th Street, N.W.
Washington, D.C. 20579
Telephone: (202) 653-6159
Attn: Mr. Raymond Bell, Chairman

General Services Administration
18th and F Streets, N.W.
Room 6002
Washington, D.C. 20405
Telephone: (202) 566-1021
Attn: Mr. Calvin Snowden
Director, OSDDBU

Ms. Darlene Freear
(202) 566-1021

U. S. Information
Agency
1717 H Street, N.W., Room 613
Washington, D.C. 20547
Telephone: (202) 653-5570
Attn: Mr. Phillip Rogers
Director, OSDDBU

Ms. Joyce Washington
(202) 653-5570

Interstate Commerce Commission
12th and Constitution Ave., N.W.
Room 135
Washington, D.C. 20423
Telephone: (202) 275-0893
Attn: Mr. James Piper, Chief
Procurement and Contracts

National Aeronautics and Space
Administration
FB-10B-Code K
600 Independence Ave., S.W.
Room 116
Washington, D.C. 20546
Telephone: (202) 755-2288
Attn: Mr. Eugene Rosen
Director, OSDDBU

National Endowment for the
Humanities
1100 Pennsylvania Ave., N.W.
Room 503
Washington, D.C. 20506
Telephone: (202) 786-0438
Attn: Mr. Jeffrey Marshall
Deputy Chairman for
Management

National Labor Relations Board
1717 Pennsylvania Ave., N.W.
Washington, D.C. 20570
Telephone: (202) 254-9200
Attn: Mr. Ernest Russell
Director, OSDDBU

Mr. William Roberts
(202) 633-0623

National Science Foundation
1800 G Street, N.W.
Washington, D.C. 20550
Telephone: (202) 357-7464
Attn: Mr. William B. Cole
Director, OSDBU

Nuclear Regulatory Commission
Mail Stop 7217 MNBB
Washington, D.C. 20555
Telephone: (202) 492-4665
Attn: Mr. W. B. Kerr
Director, OSDBU

Office of Personnel Management
1900 E Street, N.W.
Room 1466
Washington, D.C. 20415
Telephone: (202) 632-5468
Attn: Mr. Jerald D. Curry, Chief
Acquisition Branch

Peace Corps
806 Connecticut Ave., N.W.
Room P 300
Washington, D.C. 20526
Telephone: (202) 254-3513
Attn: Mr. Joseph Radford
Director of Contracts

Pennsylvania Avenue Development
Corporation
425 13th Street, N.W.
Washington, D.C. 20004
Telephone: (202) 523-3726
Attn: Mr. Reginald Robinson

U.S. Government Printing Office
North Capitol and H Streets, N.W.
Room A 332
Washington, D.C. 20401
Telephone: (202) 275-2470
Attn: Mr. Robert Armentrout, Chief
General Procurement

Mr. Harris Coleman
(202) 492-4665

Mr. James Bacon
Ms. Barbara Hicks
(202) 523-3726

Mr. Thomas R. Cullin
Asst. Public Printer
(Procurement)
(202) 275-9054

Mr. Tom Hughes
Director
Materials Management Service
(202) 275-2701

Ms. Pat Havey
Manager
Print Processing Department
(202) 275-2265

U.S. Postal Service
475 L'Enfant Plaza West, S.W.
Washington, D.C. 20060
Telephone: (202) 245-5663
Attn: Mr. Peter Evanko
Small Business Liaison

Railroad Retirement Board
425 13th Street, N.W.
Washington, D.C. 20004
Telephone: (202) 724-0121
Attn: Mr. John C. Ficerai
Director, OSDBU

(Call only on Monday, Tuesday and
Wednesday.)

Small Business Administration
Office of Women's Business
Ownership
1441 L Street, N.W., Room 414
Washington, D.C. 20416
Telephone: (202) 653-8000
Attn: Ms. Carolyn Doppelt Gray
Director

Ms. Rosemary T. Mullany
(202) 653-6074

Smithsonian Institution
955 L'Enfant Plaza, S.W.,
Suite 3120
Washington, D.C. 20024
Telephone: (202) 287-3343
Attn: Mr. Robert P. Perkins
Director, Office of Supply
Services

Mr. Robert Lewin
(202) 287-3343

Tennessee Valley Authority
1000 Commerce Union Bank Bldg.
Chattanooga, Tennessee 37401
Telephone: (615) 751-2624
Attn: Mr. James Williams, Jr.
Director, OSDBU

Ms. Nan Scott
Enterprise Development
1 B 37 Old City Hall
Knoxville, Tennessee 37902
(615) 632-6030

Veterans Administration
811 Vermont Ave., N.W., Room 310
Washington, D.C. 20420
Telephone: (202) 389-3515
Attn: Mr. Leonel Miranda
Director, OSDBU

Mr. Ron Tyler
Ms. Teresa Newsuan
(202) 389-3330

SECTION C

-Subcontracting Opportunities

Large Prime Contractors Offering
Subcontracting Opportunities

Planning Research Corporation
Room 6W3
1500 Planning Research Drive
McLean, Virginia 22102
Attention: Ms. Phyllis Weaver
703-556-1383

Price Waterhouse
1801 K Street, N.W.
Washington, D.C. 20006
Attention: Ms. Joanne Thomas
202-524-1188

Gould, Inc.
2727 Kurtz Street
San Diego, California 92110
Attention: Mr. Patrick Keene
714-291-4211
(for power line conditioners)

Wang Laboratories
One Industrial Avenue
Lowell, Massachusetts 01851
Attention: Mr. Joe Narbut
617-459-5000

Mr. Howard Grad
Fidelity Storage Corporation
P.O. Box 10257
Alexandria, Virginia 22310
703-971-5300

Mr. John Bartko
District Moving and Storage, Inc.
3850 Penn Belt Place
Forestville, Maryland 20028
301-420-3300

Mr. Fred Lyles
Victory Van Corporation
950 South Pickett Street
Alexandria, Virginia 22304
703-751-5200

Subcontracting Opportunities
Available

Standard supplies; ADP professional services

Administrative support, including graphic services, audio-visual services, printing/reproduction services; ADP support; training methods support

Electrical parts, metal works

Electrical parts

Boxes, crates and other packing material

Boxes, crates and other packing material

Boxes, crates and other packing material

Mr. Frederick Paxton
Paxton Van Lines, Inc.
5300 Port Royal Road
Springfield, Virginia 22151
703-321-7600

Mr. D. W. McReight
Great American Van and Storage,
Inc.
4607 Eisenhower Avenue
Alexandria, Virginia 22314
703-751-4400

ITT Defense Communications
Division
100 Kingsland Road
Clifton, New Jersey 07014
Attention: Mr. Hugh Merritt
201-284-2881

Ms. Deborah Brunetti
BDM
Management Services Company
7915 Jones Branch Drive
McLean, Virginia 22102
703-827-7899

A prime contract award is currently pending for packaged household furniture and furnishings for U.S. overseas posts. Subcontracting opportunities do exist. Contact the Office of Procurement, Sally Allen, tel. 703-235-9541 for award information.

ITT Transmission & Macky Divisions

ITT Telecommunications Corp.

ITT Space Communications, Inc.
2912 Wake Forest Road
Raleigh, N. C. 27611

Boxes, crates and other packing material

Boxes, crates and other packing material

ADP hardware; electronic components, cabinets and ducting

Travel arrangements; major construction. Subcontract opportunities available in the Washington, D.C., Chicago, New York City and San Francisco areas.

Integrated circuit chips, resistors, capacitors and other components

Large Prime Contracts in the Construction/Architect and Engineering Field

"SOCODIMA"

Societe de Construction et de
Districtuion de Materieux
BF 2934
Libreville, Gabon
Director: Mr. R. Patricelli
Prime contract is for six units
of staff residences in
Libreville, Gabon
Dollar value: \$1,361,665 (approx.)

Sociedade de Construcoes
Soares da Costa, SARL
Av. da Boavista 2300
4100 Porto
Portugal
Attention: Mr. Vidal Ferreira
For recreation center and houses
(U.S. Embassy) in Guinea Bissau
Dollar value: \$1,471,000

Kramico, S.A.E.
54, El-Batal Ahmed Abdul Aziz
Street
P.O. Box 47
Mohandessen, Cairo, Egypt
Attention: Mr. Gopal Pillai,
Project Director
Telex: 93385 MACUN
Telephone: 716069 or 716954
For construction of an Embassy
office building in Cairo
Dollar value: \$27,749,731

Pacific Construction Company, Ltd.
10 Columbus Circle, Suite 2220
New York, N. Y. 10019
Attention: Mr. Y. T. Kim
Telephone: 212-246-9797
Telex: 968326 KOEX NYK
For construction of a new U.S.
Embassy Office Building in
Riyadh, Saudi Arabia
Dollar value: US \$21,700,000

Subcontracting Opportunities Available

Various subcontracting opportunities normally associated with a turnkey job

Various subcontracting opportunities

Materials exempt from provisions of the Buy American Act are as follows: cement; sand; gravel; concrete additive; reinforcing steel; underground piping and conduits; anchorage devices; foundation waterproofing or insulation; form work materials and pilings; materials for structural concrete, structural steel and masonry work, building insulation, miscellaneous iron and steel, sheet metal work, plastering, air-conditioning ducts and landscaping. All other materials must be of U.S. origin.

Various subcontracting opportunities

Large Prime Contracts in the
Construction/Architect and
Engineering Field

Kahlamann, McKinnell
and Wood
127 Tremont Street
Boston, MA. 02108
Attention: Noel McKinnell
Telephone: 617-482-5745
For A&E design of embassy and
embassy residence
Dhaka, Bangladesh

Brown, Daltas & Assoc.
1033 Massachusetts Ave.
Cambridge, MA. 02138
Attention: Spiro Daltas
Telephone: 617-492-5300
For an embassy, Nicosia,
Cyprus

William Turnbull
MLTW/Turnbull Assoc.
Pier 1-½ EM BAR CARDIO
San Francisco, CA.
Telephone: 415-986-3642
For an embassy, Mogadishu,
Somalia

Subcontracting Opportunities
Available

Subcontract opportunities
available in the mechanical,
electrical and structural
fields.

Subcontract opportunities
available in the mechanical,
electrical and structural
fields.

SECTION D

Some Contacts for Trade and Investment-Related Issues

SOME CONTACTS FOR TRADE AND INVESTMENT-RELATED ISSUES

Department of State

Commercial Affairs - James Tarrant	(202) 632-0354
Investment Affairs - Philip T. Lincoln	632-1128
Development Finance - Gerald Lamperty	632-9426
East-West Trade - Dale Wilson	632-1421
Trade Policy - Teresita Schaffer	632-9458

Information about specific countries available from Department country desk officers. Telephone numbers obtained from rear of Department telephone book or from U.S. Government operator, (202) 655-4000.

Department of Commerce

Export Development - Donald Earnshaw	(202) 377-5261
Country Marketing:	
Europe - Peter Hale	377-5341
USSR and East Europe - Suzanne Lotarski	377-1104
Africa - Peter Cashman	377-2175
Near East - Susan Blackman	377-4441
South Asia - Jim Johnston	377-2954
Central America and North Africa - Nick Burakow	377-5329
South America - Henry McCown	377-2436
Peoples' Republic of China & Hong Kong - Chris Lucyk	377-3583
Japan -	377-4527
Investment Policy - Jeffrey W. Lins	377-2568
Publications - Thomas Weatherspoon	377-5487
Foreign Commercial Service - William Bender	377-5551
Export Licensing Information*	377-4811

Agency for International Development

Business Relations - Barbara Otis	(703) 235-1720
-----------------------------------	----------------

Overseas Private Investment Corporation

Gordon Hunt	(202) 653-2980
-------------	----------------

Export-Import Bank

Art Obester	(202) 566-8812
-------------	----------------

U.S. Trade Representative

Phyllis Bonanno	(202) 395-6120
-----------------	----------------

*For exporting licensing information on munitions, contact Department of State, Munitions Control (703) 235-9773 (Joseph Smaldone) or 235-9764 (Allan E. Suchinsky).

UNIVERSITY OF FLORIDA



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FLAKE